

APR 21 2005

SHERLYN K. SAMPSON

▲ COURT USE ONLY ▲

DISTRICT COURT, LARIMER COUNTY, STATE OF COLORADO
LARIMER COUNTY JUSTICE CENTER
201 LA PORTE AVENUE SUITE 100
FORT COLLINS, COLORADO 80521-2761

STANDING ORDER 05-02

Case Number: 05CV01

ORDER REGARDING MANDATORY ELECTRONIC FILING OF RULE 120 CASES

Effective July 1, 2005, all cases filed pursuant to Rule 120 of the Colorado Rules of Civil Procedure in the 8th Judicial District Court, Larimer County shall be subject to mandatory electronic case filing. The Clerk of Court will only accept electronically filed pleadings in Rule 120 cases after this date. In cases filed prior to July 1, 2005, all new documents filed on and after July 1, 2005 shall be filed electronically.

All counsel shall electronically file and serve, in accordance with C.R.C.P. 121, section 1-26, all pleadings, motions, affidavits, exhibits, and all other documents using the LexisNexis File & Serve service. Pleadings with electronic signatures must indicate *which* original attorney signature is on file and verified as the attorney responsible for the pleading. Printed copies of electronically filed documents shall not be filed with the court.

For Cases commenced in paper format after the effective date for mandatory e-filing, the Clerk will accept the initial pleadings in paper format and scan and upload the complaint into LexisNexis File & Serve. The clerk will deliver a copy of this order to the attorney, who shall copy and serve this order on all other parties. After notice to the attorney that all documents shall be subsequently efiled, the Clerk will charge a fee of \$20.00 per document filed in paper format for the service of scanning and uploading the documents.


All documents relating to a single pleading or paper should be filed electronically as separate documents but as a single transaction. For example: a motion shall be filed as a main document, while exhibits and other related documents shall be filed as supporting documents. All proposed orders shall be submitted in the same transaction but shall be a separate document. *Proposed orders shall be submitted in word or word perfect format (not scanned).* All returns of service shall be filed electronically with the court.

Parties who are not represented by an attorney shall continue to file documents in paper format. The clerk shall scan and upload those documents to LexisNexis File & Serve. No additional fees will be charged to pro se parties for scanning and uploading, because pro se parties do not have access to LexisNexis. Counsel shall transmit documents to unrepresented parties or personally serve such parties as required by the Colorado Rules of Civil Procedure.

All judicial rulings, opinions, orders and other communications from the court shall be electronically filed to counsel and LexisNexis File and Serve will mail these communications to unrepresented parties.

Dated this 21 day of April, 2005.

BY THE COURT:


James H. Hiatt
Chief Judge, 8TH Judicial District.